

Manager, Pacific Programs

As the Manager, Pacific Programs it's my role to provide strategic, team and resource leadership in the Pacific region for Caritas Australia (CA).

I am responsible for:

- **Driving the development, implementation and review of the Pacific strategy, and ensuring alignment with CA strategic direction.**
- **Leading and inspiring a remote team and its resources.**

I am a member of:

International Programs team

I report to:

Head of International Programs

My role is based in:

Alexandria, Sydney

My role is classified:

SCHADS Level 6



[Currently Vacant]

I am committed to:

- the mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people
- the principles of Catholic Social Teaching which underpin our work, such as dignity of the human person and the common good
- our Code of Conduct which outlines the professional behavior that is expected of me
- the safeguarding of children and vulnerable people in line with laws, standards and Caritas Australia's policies and procedures

In my role, I am accountable for:

- Driving the development, communication, implementation and review of a Pacific strategy to continuously enhance the effectiveness and efficiency of CA programs and partnerships.
- Overseeing programme development in the Pacific, to ensure high quality, impactful programs.
- Develop strong and meaningful stakeholder relationships to ensure that Caritas Australia is able to influence policy and practice positive way.
- Develop strategic and appropriate funding from DFAT (or other donors) to amplify program impact.
- Support localisation of programs by working with partners to create sustainable organisations capable of achieving their local mandate.
- Leading and inspiring a geographically spread team of staff, building a culture of collaboration, high performance, fostering innovation and proactivity among team members to enable them to implement quality programs and partnerships.
- Overseeing the operational management of the overseas offices, safety & security, development, tracking and reporting of the group's budget.
- Proactively identifying, analysing, mitigating and managing financial risks ensuring good stewardship of resources and compliance with agency policies and procedures.
- Proactively representing CA with key stakeholders, complex church and government networks and alliances, in order to maximise the capacity of CA to deliver on its Mission.
- Working closely with the Engagement & Sustainability and Advocacy teams and others in the organisation to deliver on the CA strategic plan.

As a manager, I am also responsible for:

- safeguarding matters (including induction and ongoing training, record-keeping and safeguarding practices in consultation with the Safeguarding Coordinator)
- reporting and managing financial and reputational risks
- Safety & Security of in country staff

For this role I need these skills and experience:

- Extensive experience working in a faith-based international aid & development sector, managing complex programs and partnerships including in humanitarian and crisis situations.
- Demonstrated experience in leading, inspiring and developing an agile remotely-based team with varying levels of capacity.
- Proven ability in budgeting, forecasting of internal budgets and reporting in alignment with donor requirements.
- Strong interpersonal and communication skills, particularly in a cross-cultural environment.
- Demonstrated experience with strategic analysis, planning, reporting skills utilising the latest international standards in participatory program design, monitoring, evaluation and learning.
- Demonstrated success sourcing additional funding streams and capacity to travel to remote locations.

In my role, I will interact primarily with:

- Head of International Programs – to keep informed on work in progress, receive guidance and to escalate issues as required
- People and Culture Business Partner, International – to collaborate in regards to in country employees (Solomon Islands and PNG)
- Engagement & Sustainability Teams – to collaborate in creating content
- Advocacy Team – to collaborate in Pacific Advocacy initiatives

For this role I am required to have:

1. Police check
2. Clearance from counter terrorism